

Oakham Town Council

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30th September 2026

TO: All Members of Oakham Town Council Staffing Committee

In accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend an Ordinary meeting of Oakham Town Council Staffing Committee on Wednesday 7th October 2026 at 6.00pm at the Town Council Offices, Council Chamber, Rol House, Long Row, Oakham LE15 6LN.

S Haywood

Locum Clerk/RFO

NOTICE OF MEETING

Public Notice of the meeting has been given in accordance with schedule 12, Para 10(2) of the Local Government Act 1972. The Meeting is open to the press and public. Persons attending this meeting are advised that it may be filmed and recorded.

AGENDA

1. APOLOGIES FOR ABSENCE

MOTION: Committee to receive apologies and consider approval of reasons for absence.

2. DECLARATION OF INTERESTS AND DISPENSATIONS

Members to disclose any pecuniary or other Interest in any item on the agenda. Members are personally responsible for declaring an interest and are respectfully advised to refer to the Code of Conduct for more information. Councillors are also responsible for ensuring that their Registers of Interests are up to date (within 28 days of any changes).

3. DEPUTATIONS FROM MEMBERS OF THE PUBLIC – OPEN MEETING

Members of the public will be invited to speak on items relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, maximum 3 minutes per person, and will be under the direction of the Chair of the meeting. This is the only agenda item where members of the public can speak during the meeting, unless invited by the Chair.

4. APPROVAL OF MINUTES

MOTION: That Committee approve and sign the minutes from the Staffing Committee meeting held on 17.08.26. (SH)

5. DATE OF NEXT MEETING

MOTION: That Committee consider and decide upon the date of the next meeting.

6. RECRUITMENT OF NEW STAFF

MOTION: That Committee consider and decide upon approval of the proposed job advertisements for the new staff. (SH)

MOTION: That Committee consider and decide upon advertising costs and submit a proposal to Full Council for approval. (SH)

MOTION: That Committee consider and decide upon approval of the proposed interview questions for the staff vacancies. (SH)

7. STAFF WORKLOAD / WELLBEING

MOTION: That Committee consider and decide upon the current workload / staff wellbeing and whether any additional measures are needed to be put in place. (MB)

8. EXCLUSION OF PRESS AND PUBLIC

MOTION: That, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following agenda item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, as per Standing Order 3d, and that all recording devices are turned off.

9. CONFIDENTIAL STAFFING MATTERS

MOTION: That Council receive an update report on any confidential staffing matters, and to consider and decide upon any action(s) that are needed. (SH)

MOTION: That Committee discuss the staff turnover over the past few years, what measures have been put in place to date to improve staff retention and efficiency, lessons learned, and consider any further measures that can be put in place. (SH)